

**TOWN OF WILLIAMSPORT  
MAYOR AND COUNCIL MEETING MINUTES  
March 12, 2012**

A regular meeting of the Williamsport Mayor and Council was held on February 13, 2012, at the Williamsport Town Hall in Williamsport, MD at 7:00 p.m.

In attendance were:

Mayor James G. McCleaf II  
Councilwoman Joan Knode  
Councilman Jim Kalbfleisch  
Councilman Bill Green  
Town Attorney Ed Kuczynski

Also present Donnie Stotemyer, Town Clerk

Mayor James G. McCleaf II called the meeting to order. Mayor McCleaf asked all in attendance to stand for a moment of silence followed by the pledge of allegiance.

Mayor James McCleaf informed the Council that he would participate in the voting tonight to form a quorum.

A motion was made by Councilman Joan Knode to accept the minutes of the regular meeting minutes held on February 13, 2012, and the workshop meeting minutes held on March 5, 2012, seconded by Councilman Jim Kalbfleisch with all voting in favor motion carried.

**Financial Report**

A motion was made by Councilman Jim Kalbfleisch to accept the Financial report as presented seconded by Councilwoman Joan Knode with all voting in favor motion carried.

**Guests**

Mayor James McCleaf introduced Mike Nestor of Thrasher Engineering. Mr. Nestor reported on the following.

- "Budget Meter" will do flow test at P.S. #1 in 2/3 months.
- Generator at P.S. #4 needs start up and test.
- Concrete pads at P.S. #4 to be poured.
- Alton asked about electrical inspections.
  - Mike Mercer said Diamond is inspecting for the Town.
  - Alton stated that we need documents from Diamond to close it out.
- No specs on vibration.
- Vibration at P.S. #1 is caused from using existing pipes which vary in size (Mike Mercer).
- HOMA state that vibration is within tolerance.

### **PROJECT STATUS:**

#### **Contract #4**

Contractor:	Snyder Environmental
Notice to Proceed:	May 8 <sup>th</sup> , 2011
Original Contract Calendar Days:	210 Days
Approved Contract Time Extension:	120 Days
Approved Weather Days:	0 Days
Total Weather Days Requested to Date:	0 Days
Substantial Completion Date:	March 3rd, 2012
Calendar Days Used:	309 Days
Calendar Days Remaining:	21 Days
Project Complete Percentage:	90%
Project Elapsed Time	
(Including Approved Weather Days):	94%
Project Inspection Budget Used	92%

Mike Nestor from Thrasher Engineering introduced architect Nat Hudgins. He was present to inform the council that he would be assisting the Town with the ADA project at Town Hall. He visited the site to make some recommendations concerning the handicap accessible chair lift. He also visited the proposed Town of Williamsport Visitors Center doing some preliminary site work

#### **Correspondence**

Mayor James McCleaf read a thank you note from town resident Barb Baker thanking the Mayor and Council along with the Town employees for their kindness with the recent passing of her brother.

Mayor James McCleaf informed the Council that the next scheduled Washington County Chapter of the Maryland Municipal League will be held on Monday, March 26, 2012 and will be hosted by the Town of Sharpsburg. The meeting will be held at Shepherds' Spring Ministry Center located at 16869 Taylor's Landing Road. The social hour will begin at 6:00 pm followed by the evening meal at 6:45 pm. The menu for the evening will consist of cheese tray, roasted beef with roasted potatoes, green beans, roll and butter, salad bar and brownies for dessert. The cost for this meal will be \$23 per person.

### **Reports:**

#### **Board of Elections Supervisor**

No report

#### **Board of Zoning and Appeals**

No report.

#### **History and Museum Board**

Jerry Knode of the History and Museum Board reported on the March 9, 2012 meeting. He informed the Council that the wheel that is located at the Springfield Farm Barn came from a mill located in Falling Waters West Virginia. Upcoming events include a display of Civil War items at the Town Museum, Easter Sunrise Service beginning at 6:30 am, WWII weekend scheduled for October 12-14, Reindeer in the Rafters scheduled for the first two weekends in December at the Springfield Farm Barn.

#### **Planning Commission**

### **Subject: Activities Report for March, 2012**

#### **Permits Reviewed:**

2012-04	119 N. Conococheague St	Roof over smoking deck	Approved	Fee: \$100.00
2012-05	141 N Artizan St.	Finish basement, electrical only	Approved	50.00
2012-06	39B W. Salisbury St.	Customary Occupation, paint ext	Approved	0.00
2012-07	154 N. Artizan St.	Remodel four rooms & bathrooms	Approved	200.00
2012-08	154 N. Artizan St.	Construct new beauty shop	Approved	100.00

#### **Old Business:**

Buffer Ordinance – pending from attorney  
Demolition Ordinance – pending from attorney

New Business: **No new business**

The Planning and Zoning Commission meets the 1<sup>st</sup> Wed of each month, with occasional work session each of the subsequent Wednesdays of the month.

### **Land Use**

No report

### **Legal Council**

No report.

### **Sheriff's Report**

Mayor James McCleaf gave the February Sheriff's report.

### **Council report**

Councilman Tim Fraker gave the following pool report:

- SwimKare has begun pool restoration work.
- Washington County Health Permits are being completed
- Red Cross swim lesson sign up is scheduled for Saturday May 19, 2012 beginning at 9:00 A.M. to 12:00 noon in Byron Memorial Park at Pavilion #1 registration fee is \$55.00 per session
- Pool opening Day is scheduled for Saturday may 26, 2012
- ARE has been contacted about reinstalling the pool motors for Main & Baby Pools.
- Fourteen Pool Employees have responded about returning for this upcoming pool season.
- The next scheduled pool Committee meeting is scheduled for Wednesday, April 18, 2012.

Councilman James Kalbfleisch reported the following:

- **Retail Rate Filing** - The Public Utility Law Judge filed her Proposed Order on Friday, February 24, 2012.
  - The Proposed Order approves an annual increase of \$167,218 for the Town of Williamsport.
    - This represents 96% of the \$173,815 requested by the Town.
    - The judge ruled in favor of Williamsport on many points of disagreements by Commission Staff and the Office of People's Counsel.
  - The Proposed Order also requires that Williamsport lower its late payment fee of 3.0% to match with the Code of Maryland Regulations (COMAR).
  - Any appeals were due 3/9/2012 and none were filed with the Commission.
    - Williamsport did not prepare an appeal since the judge ruled significantly in the Town's favor and the additional benefit would not have offset the additional costs.

- The Town now will file revised tariff pages with the increased rates and late payment fee compliance.
- The Proposed Order will become final on March 20, 2012.
  - At that time Williamsport will be authorized to increase their retail rates.
  - The Town anticipates the rates to take effect with April's billing of March's usage.

Councilwoman Joan Knode reported that service road was recently installed at the Springfield Farm Barn. Renovations continue at the Barn. She reported that Canal Towns is currently working on a grant to purchase bike racks, park benches and trash receptacles.

Councilman Bill Green reported that curb repairs were recently conducted at 42 West Potomac Street. He is working the "greening" of the downtown which would include hanging basket and large flower pots that would be located at Salisbury and Conococheague Streets and Potomac and Conococheague Streets.

### **Mayor's Report**

Mayor James McCleaf reported that he recently traveled to Annapolis to testify on behalf of a bond bill that submitted by Senator Edwards to make repairs to Lock 44 and Railroad Lift Bridge. He also reported the Donnie Stotelmyer, Kim Wagner and he are working on 2013 Budget and Town could be \$161,000 short on property tax assessments. Mayor McCleaf informed the Council that he would like to provide them a copy of the proposed 2013 Budget at the next scheduled Council meeting.

### **Unfinished Business**

Mayor James McCleaf informed the Council that the Town received a request for financial support from student Melinda Malott of 17330 Tamarack Drive Williamsport MD 21795. Ms. Malott is seeking funding to participate with the People to People student leader ambassador program. The tuition needed is \$5,294 which includes airfare, meals and tuition for the program. To date she has collected \$2,110 towards her goal. Councilwoman Joan Knode made a motion to donate \$200 towards Ms Malott's program funding, was seconded by Councilman Bill Green with all voting in favor, motion carried.

Mayor James McCleaf reviewed with the Council that the Town received a grant award of \$600 from the heart of the Civil War Heritage Area. This grant will be used to support the retreat through Williamsport Civil War event. Councilwoman Joan Knode made a motion to accept a grant award of \$600 from the heart of the Civil War Heritage Area, was seconded by Councilman Jim Kalbfleisch with all voting in favor, motion carried.

Town Clerk Donnie Stotelmyer reviewed with the Council the State of Maryland Department of Assessment and Taxation Constant Yield Tax Rate - Exemption 2012/13 for the Town of Williamsport. He stated that Section 6-308 of the Tax-Property Article, Annotated Code of Maryland, requires the Department of Assessment and Taxation to certify to all taxing authorities a Constant Yield Tax Rate that will produce the same revenue in the coming taxable year that was produced in the prior taxable year. This does not prevent the reduction of the tax rate.

Section 2-205(d) states that:

"The Director shall exempt a municipal corporation from the constant yield tax rate provisions of § 6-308 of this article if a difference of less than \$25,000 exists between:

- (1) the property tax revenue that is provided by applying the municipal corporation real property tax for the preceding taxable year to the estimated assessment of all real property in the municipal corporation; and
- (2) the property tax revenue that is provided by applying the constant yield tax rate for the next taxable year to the estimated assessment of all real property in the municipal corporation."

Town Clerk Donnie Stotemyer reported that the Constant Yield will remain the same for the fiscal year 2013. Councilman Bill Green made a motion to adopt the Constant Yield as presented for fiscal year 2013 seconded by Councilwoman Joan Knode with all voting in favor motion carried.

### **New Business**

Mayor James McCleaf informed the Council that the Washington County Commissioners are proposing a three percent sewer rate increase. Once this proposed rate increase has been passed by the Washington County Commissioners the Mayor and Council will have to determine what the increase for Town residents will be.

Mayor James McCleaf informed the Council that the City of Hagerstown is proposing a 6.34 percent water rate increase for the Town of Williamsport. Once this proposed rate increase has been passed by the Washington County Commissioners the Mayor and Council will have to determine what the increase for Town residents will be.

### **Citizen Participation**

Town resident Walter Williams questioned the Mayor and Council if the parking spaces right outside of the Byron Memorial Park at Coneflower and East Church Street could be signed so that residents would have vehicles moved and so the street sweeper could clean those areas.

George Stumbaugh, Planning Commission member, requested from the Mayor and Council if a plaque could be made for Planning Commission member Charles South and presented to him at an upcoming Council meeting.

A motion was made by Councilman Jim Kalbfleisch made a motion to adjourn, seconded by Councilwoman Joan Knode with all voting in favor motion carried.

Respectfully submitted,

Donnie Stotelmyer  
Town Clerk  
Town of Williamsport